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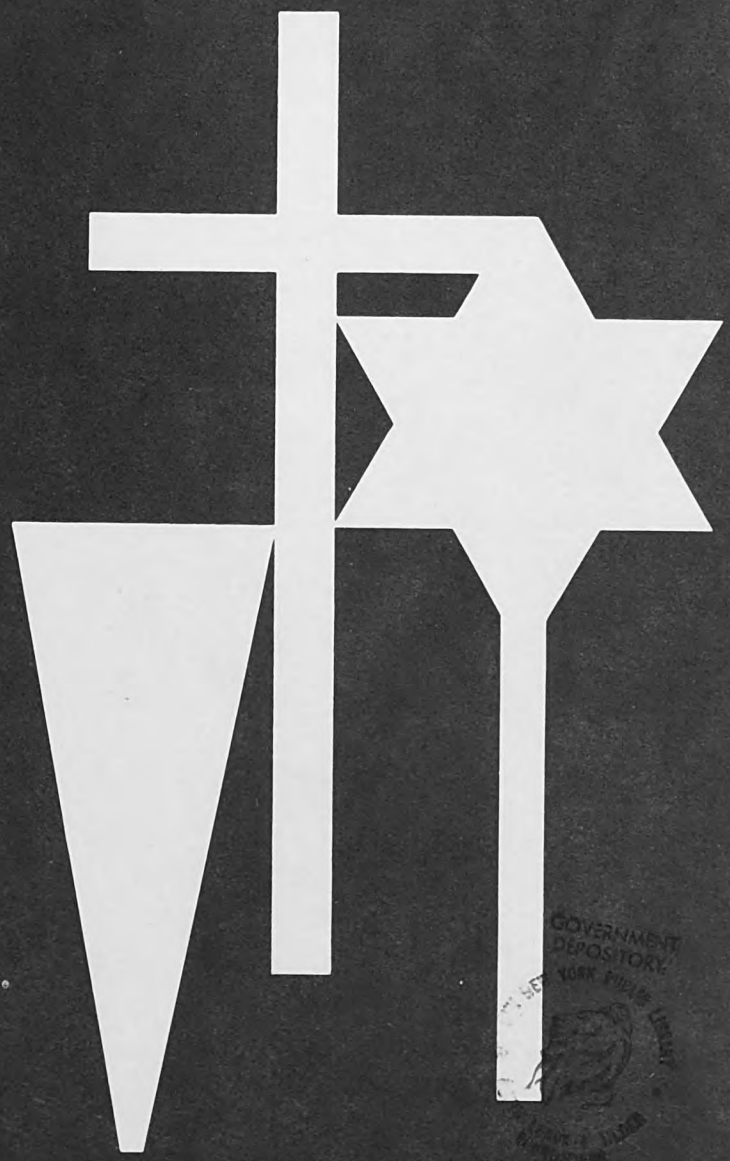
FM 10-57F/CM

COMMANDER'S MANUAL

GRAVES REGISTRATION SPECIALIST



MOS 57F

HEADQUARTERS, DEPARTMENT OF THE ARMY

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FIELD MANUAL
NO. 10-57F/CM

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 25 April 1980

GRAVES REGISTRATION SPECIALIST
MOS 57F

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The pronouns "he," "him," "himself," as used in this manual, are intended to refer to both men and women.

*This manual supersedes FM 10-57F/CM, 6 March 1978.

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COMMANDER'S ATTENTION

Distribute this manual to all officers and NCO's having enlisted personnel of MOS 57F under their command or supervision.

The commander's manual is designed to provide the commander, senior noncommissioned officer, and unit trainer some of the information required to plan, conduct, and evaluate training for a particular MOS. The manual lists all critical tasks found in the soldier's manuals for the MOS. It references primary training materials required for each task and indicates the locations for "qualification" and "additional" training. It also contains appendixes listing consolidated training references, devices, and training ammunition required to conduct and evaluate training.

This commander's manual was prepared by the US Army Quartermaster School.

FRED C. SHEFFEY
Major General, USA
Commandant

The Skill Qualification Test (SQT) notices will be sent to your unit 60 to 90 days before the SQT date. It is your responsibility to make sure the notices are distributed to each soldier in the MOS as soon as notices arrive.

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FOR THE RESERVE COMPONENT COMMANDER

ARMY NATIONAL GUARD AND ARMY RESERVE

This manual was written to cover the job requirements of Reserve components, Army National Guard, and Active Army soldiers. Generally, the jobs and critical tasks are the same.

The major difference for you is the limited training time, availability of equipment, and opportunity for your personnel to practice tasks on the job. This means that your soldiers must use the references, drill periods, and annual active duty for training to learn all they can about performing each task.

Your soldiers will have learned many of the tasks in this manual in basic combat training or advanced individual training. Others will have to be learned on their own, with help from outside study references. Your job is to make sure the right study materials are in your unit training center.

NOTICE TO RESERVE COMPONENTS

This manual will not be effective for the Army National Guard and the Army Reserve until after the 1980 SQT. Do not (repeat do not) destroy FM 10-57F/CM, dated 6 March 1978. Your SQT in 1980 will be based on FM 10-57F/CM dated 6 March 1978.

The Skill Qualification Test (SQT) notices will be sent to your unit 60 to 90 days before the SQT date. It is your responsibility to make sure the notices are distributed to each soldier in the MOS as soon as the notices arrive.

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CHAPTER 1

INTRODUCTION

PURPOSE. This manual has been developed to help you train, evaluate, and guide the MOS 57F soldiers in your command. You are responsible for all phases of training. Try to give your personnel the type of training that will not only challenge them but also prepare them to work in MOS 57F. Develop comprehensive training programs and keep yourself up to date on the best training concepts and techniques. Remember, how well your unit does when it is evaluated on its ARTEP depends on how well personnel under your command can do their jobs. Finally, get to know your 57F personnel so you can advise and counsel them on their careers and their specific training needs and problems.

ENLISTED PERSONNEL MANAGEMENT SYSTEMS (EPMS). Your 57F commander's manual is one byproduct of EPMS. EPMS has been designed to eliminate promotion bottlenecks within the MOS's and allow fair promotion opportunities within the pay grades of each MOS. The concept of EPMS originated in the fall of 1973 when the Army experienced grade imbalances within many of its career management fields (CMF's). This led to the development of five basic objectives that EPMS has as goals. They are:

a. Allow the commander to requisition replacements with greater assurance that the requisitions will be filled with soldiers who have appropriate rank for the job.

b. Alleviate MOS mismatch and help the soldiers see their Army career in the right perspective.

c. Provide the training and education a soldier needs to have the kind of career he or she wants.

d. Establish procedures for soldiers to prove their qualifications through job performance.

e. Allow the soldier a better opportunity for promotion by structuring each MOS and CMF to eliminate promotion bottlenecks.

TRAINING, EVALUATION, CLASSIFICATION, AND PROMOTION UNDER EPMS. EPMS accomplishes these objectives by integrating training, evaluation, classification, and promotion systems under one progam. The EPMS career ladder (page 1-3) shows the relationship of these systems within the EPMS program. The right side of the ladder shows the training available. Basic Combat Training (BCT) will be given at an Army Training Center. Individual MOS Training will be given at the proponent service school or in the form of exportable training. The middle portion of the ladder depicts the skill levels and corresponding pay grades. The left side of the ladder shows the specific Skill Qualification Test (SQT) and the pay grade at which it will be administered.

SKILL AND TRAINING PROGRESSION FOR MOS 57F GRAVES REGISTRATION SPECIALIST. The 57F10 will receive initial individual MOS training at the US Army Quartermaster School, Fort Lee, VA. Either resident training or exportable training (TEC lessons or correspondence courses) will be used for the Primary Technical Course (PTC), Primary Leadership Course (PLC), and Basic

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Technical Course (BTC). A 57F50 (E8) who has performed well on his SQT's and received good SEER's will be selected to receive the Senior Technical Course at Fort Lee. This course will train him for the duties of a Senior Supply Sergeant, MOS 76Z at grade E9. He may also be selected by Department of Army to attend the Sergeants' Major Academy at Fort Bliss, Texas. (The resident course of USASMA is limited to grade E8.) The Academy will train him in the duties of a Command Sergeant Major. Page 1-5 shows MOS progression for 57F, Graves Registration Specialist.

57F SOLDIER's MANUALS. The soldier's manual for MOS 57F that has been produced is FM 10-57F. The 76Z manual containing Senior Supply Sergeant duties has also been produced by the US Army Quartermaster School. These manuals are the basis for individual training and evaluation of your personnel. Each manual lists by MOS and skill level the critical performance tasks soldiers must master. They are used as a basis for the Skill Qualification Test (SQT) that your personnel must pass at each skill level. You should use these manuals in planning your training programs.

HOW THIS MANUAL IS ARRANGED. This manual has three chapters. Chapter 1 contains the introduction. Chapter 2 lists the common skill level tasks and chapter 3 lists the duty position tasks. The format is the same in both chapters 2 and 3. Each page in both chapters contains the following information:

a. Task Number. The task number for duty position tasks gives the following information:

(1) The first group of three numbers (101) identifies the Quartermaster School.

(2) The second group of three numbers identifies the specific MOS- -515 is 57F.

(3) The last group of four numbers is assigned as follows:

- The first digit identifies the skill level.
- The second digit identifies a common duty position or critical task.
- The last two digits are assigned by the training developments branch to number the task in a specific category.

b. Task Description. The title of each task is stated; it describes the task action required.

c. Primary Training Materials. This section lists the publications that should be on hand for you and your personnel in MOS 57F to use. These publications include AR's, TM's, FM's, TC's, and DA Pamphlets. Also some training extension course (TEC) lessons and correspondence courses are available now.

d. Initial Training Level. This column gives the skill level of initial training for your personnel.

e. Responsibility for Training (Institution-Unit). This section tells where and how each task is taught and whether the training is needed for qualification (Q) or if the training is additional (A). For each task that is taught at the school, the specific course is identified. The primary leadership course was developed by the US Army Institute of Administration and is NOT taught by the Quartermaster School. It is taught by the NCO academies or unit or installation schools. If a task is not taught through a school, it must be learned through on-the-job training, correspondence courses, or TEC lessons. To run a good training program, you must know where and how each critical task is taught.

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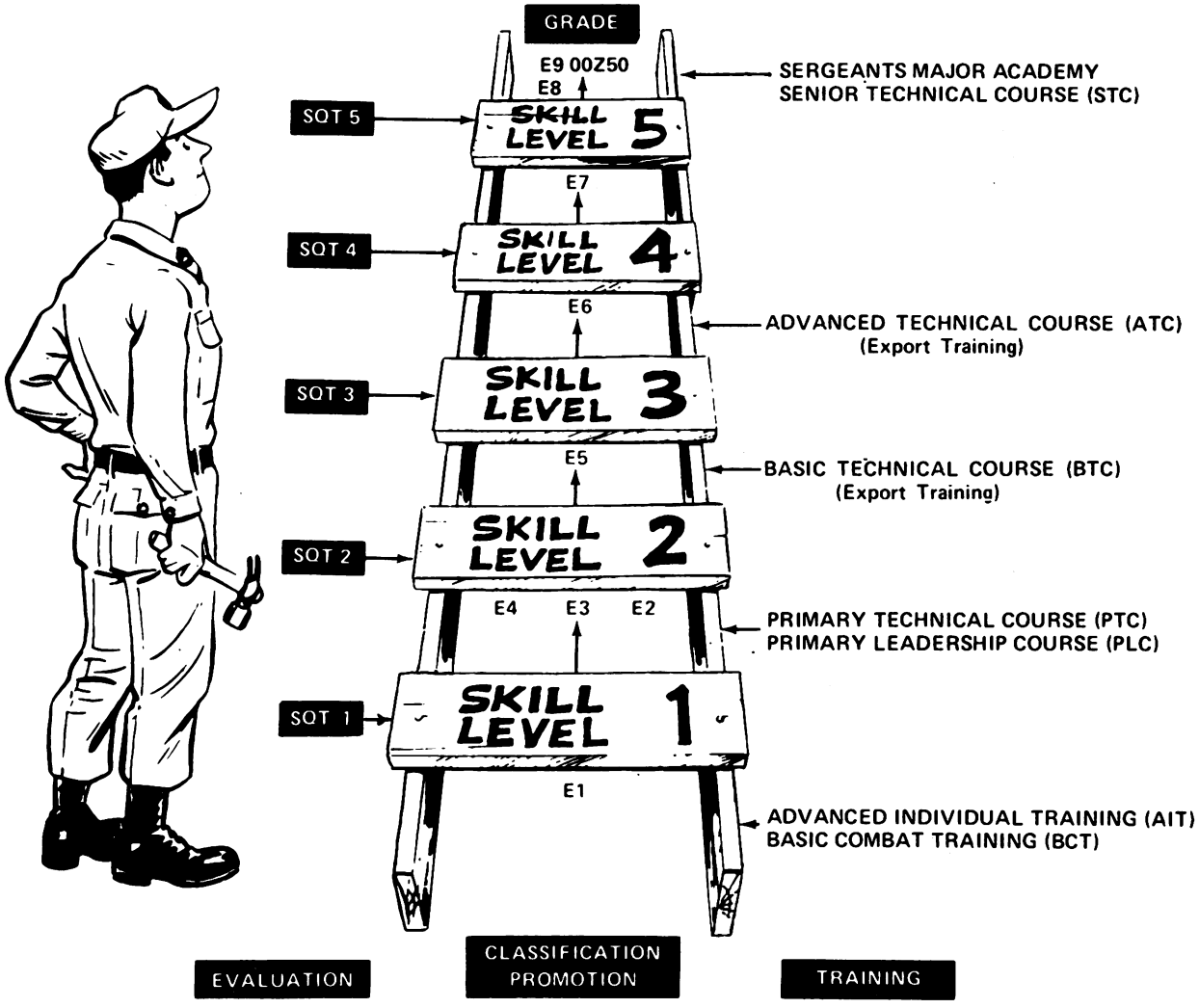
EPMS Career Ladder

MOS 57F



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Following chapter 3 are four appendixes that show:

- A list of all relevant and available MOS primary references by type (app A).
- A list of publications sources where these references may be obtained (app B).
- A list of live, inert, or simulated training ammunition, pyrotechnics, and explosives required for each task (app C).
- A list of all training aids and devices (app D).

TRAINING PROGRAM. You should use this manual with the various soldier's manuals and job books of your personnel to develop an individual training program for each person in MOS 57F. Since this manual contains all the critical tasks as well as references, school courses, and other training sources, it is your best guide in preparing your program. Some soldiers may be assigned to your unit as soon as they complete AIT. In this case, you must develop a plan for training (combining self-study and supervised on-the-job training (SOJT)) that will help them to qualify at skill level 2. By referring to the individual soldier reports, job books, and ARTEP results, you will be able to locate 57F personnel who may lack training in certain areas. You must develop plans to supplement their training. Your evaluation of the 57F personnel on the Senior Enlisted Evaluation Report together with their SQT scores primarily determines whether a soldier is promoted. It is your responsibility as a commander to see that each soldier gets the best possible training. Your program should include the following:

a. Job Books. A job book for skill levels 1 and 2 has been produced to help you keep track of the training and training requirements for each soldier in MOS 57F. The job book is a firstline training record. It lists each critical task by duty position and skill level from the 57F soldier's manual (common tasks are listed separately). In this way, the job book aids the NCO supervisor in keeping track of a soldier's ability to perform tasks by duty position. This information can be used effectively to plan training time. Although benefits may occur in using job books to prepare for the SQT, the main purpose of the job book is to evaluate and reinforce performance in each duty position of the MOS. Each job book page includes columns for entering the results of the supervisor's most recent evaluation of the soldier's performance of the task. This entry is provided on a "GO" or "NO GO" basis with the date and the initials of the evaluator. Each firstline supervisor keeps a separate job book for each soldier under him.

b. SOJT. Each soldier should improve his skills while on the job; the best way is through the expertise of his supervisor. Correspondence courses and TEC lessons should be used when you develop the unit OJT program. If you don't develop an effective OJT program, you will penalize your troops when they take their next SQT.

c. Correspondence Courses. Keep up-to-date catalogs that list all the correspondence courses. This will help your personnel choose courses in areas in which they are weak. This is the easiest type of training program, since it requires no extra personnel or planning. Unfortunately, not all tasks can be taught by correspondence courses.

d. TEC Lessons. TEC lessons can be used by individuals or by groups. Make sure your unit sets up a TEC library. You should be aware of the latest developments in this field. Since these lessons are multimedia, you need to plan carefully. For example, the audiovisual lessons include a film cartridge, audio cassette, and lesson instructions which your personnel use with a Cue/See projector. This lets your people work at their own pace. Some TEC lessons give complete training for a specific task. In others, additional training is needed before the soldiers can do the task. Some TEC lessons

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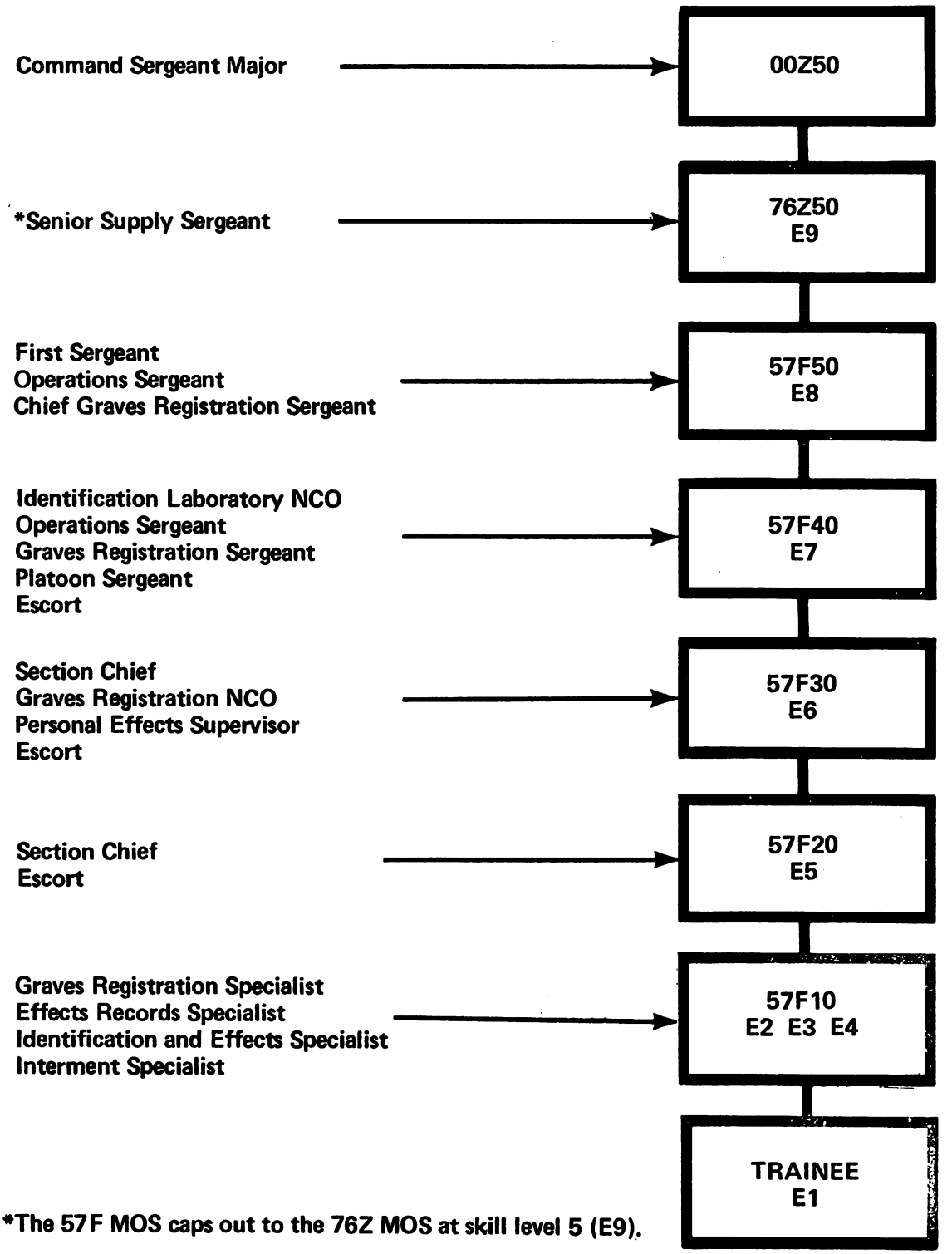
Diagram for Progression in MOS 57F



*The 57F MOS caps out to the 76Z MOS at skill level 5 (E9).

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make use of a portable audio cassette player which can be carried to the location of a piece of equipment. TEC lessons can also be used to cross-train your personnel.

YOUR RESPONSIBILITY. In addition to developing an individual training program, you must evaluate the performance of your personnel in all tasks included in the MOS. You must guide them in developing additional skills and make them familiar with the EPMS career ladder for MOS 57F.

a. Evaluation. Not all areas can be measured by the SQT, so you must prepare SEER's for your 57F personnel after they reach E4 and before they take the SQT. Your evaluation should take into account their attitude toward the Army and their job and how well they work with others. You should also consider their tact and initiative.

b. Selection of Personnel for School Training. Your personnel will be selected by higher headquarters to attend resident training courses. This means that your best people will be gone from your unit for a period of time. When they return they should be able to make even more significant contributions.

c. Counseling. EPMS makes sure that personal attention is given to each soldier's career. The way you counsel young soldiers is important because it helps determine their success in the Army. This places great demands on you, but it is part of being a commander in today's Army.

d. Insuring Changes Are Posted. New and revised information for the soldier's manuals will be provided through regular publication channels. When these changes arrive at the unit, insure that your NCO for training posts them with the soldier's manuals.

CHANGES. The Quartermaster School would like your ideas on how to make this commander's manual and soldier's manuals better or easier to use. Send your comments on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commandant, US Army Quartermaster School, ATTN: ATSM-TD-TA-IT, Fort Lee, Virginia 23801. Make sure you state the page, paragraph, and line of the text in which a change is needed. If you don't have a form, you can send a letter to the above address.

EPMS HOTLINE

If you have any questions about EPMS, TELEPHONE:

Commercial - 804-734-3767

AUTOVON 687-3767

When you dial 3767, you are dialing EPMS for the 14 Quartermaster MOS's. Someone at the other end of the line will answer your question. Or, if EPMS technical personnel are not available, your question will be automatically recorded and you will receive your answer by telephone within a short while.

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CHAPTER 2

COMMON SKILL LEVEL TASKS

Section I

TASKS FOR SKILL LEVEL 1

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	NUCLEAR, BIOLOGICAL, AND CHEMICAL														
031-503-1001	Perform operator's maintenance on an M17 series protective mask.	FM 21-40 TM 3-4240-279-10 TEC 931-061-0065-A	1	Q									A	A	A
031-503-1002	Put on and wear a protective mask.	FM 21-40 FM 21-41 TEC 931-061-0060-F TEC 931-061-0061-F	1	Q									A	A	A
031-503-1005	Recognize and protect self against a nuclear hazard.	FM 21-40	1	Q									A		A
031-503-1007	Decontaminate self.	FM 21-41													
031-503-1008	Decontaminate individual equipment.	FM 21-40 FM 21-41	1	Q								A	A		A
031-503-1009	Satisfy personal needs in a chemical environment.	FM 21-40 TM 3-4240-279-10	1	Q									A		A

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	CAMOUFLAGE, COVER, AND CONCEALMENT															
051-202-1001	Camouflage/conceal self and individual equipment.	FM 5-20 TEC 937-061-0030-F	1	Q									A	A	A
051-202-1002	Camouflage/conceal equipment.	FM 5-20 FM 7-7 TEC 937-061-0030-F	1	Q									A	A	A
	M16A1 RIFLE															
071-311-2001	Perform operator maintenance on an M16A1 rifle, magazine, and ammunition.	TM 9-1005-249-10 TEC 939-071-0010-F TEC 939-071-0011-F GTA 21-13	1	Q									A		A
071-311-2007	Qualify with the M16A1 rifle.	FM 23-9 TM 9-1005-249-10	1	Q									A		A
	INDIVIDUAL FITNESS															
071-327-0201	Maintain an appropriate level of physical fitness (male only).	AR 600-9 FM 21-20	1	Q									A	A	A
071-327-0210	Maintain an appropriate level of physical fitness (female only).	AR 600-9 FM 35-20	1	Q									A	A	A

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING											
				INSTITUTION									UNIT		
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	FIRST AID														
081-831-1001	Perform mouth-to-mouth resuscitation.	None	1	Q									A	A	A
081-831-1004	Apply first aid measures to stop bleeding.	FM 21-11	1	Q									A	A	A
081-831-1005	Give first aid to prevent shock.	FM 21-11	1	Q									A	A	A
081-831-1006	Splint a suspected fracture.	FM 21-11	1	Q									A	A	A
081-831-1007	Give first aid for burns.	None	1	Q									A	A	A
081-831-1008	Give first aid for heat injuries.	FM 21-11	1	Q									A	A	A
081-831-1009	Give first aid for wet or cold injuries.	FM 21-11	1	Q									A	A	A
081-831-1010	Give first aid for snakebite.	FM 21-11	1	Q									A	A	A
081-831-1011	Give first aid to a nerve agent casualty.	None	1	Q									A	A	A
081-831-1012	Give first aid to a blister agent casualty.	FM 21-11 FM 21-41	1	Q									A	A	A

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
081-831-1013	Give first aid to a blood agent casualty.	FM 21-11 FM 21-41	1	Q									A	A	A
081-831-1014	Apply mask-to-mouth resuscitation to a chemical agent casualty.	FM 21-11	1	Q									A	A	A
081-831-1015	Give back-pressure armlift artificial resuscitation to a chemical agent casualty.	None	1	Q									A	A	A

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Section II

TASKS FOR SKILL LEVEL 2

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	LAND NAVIGATION															
071-329-1001	Identify terrain features (natural and manmade) on the map.	FM 21-26 TEC 930-071-0013-F TEC 930-071-0016-F	2			Q							A		
071-329-1005	Determine a location on the ground by terrain association.	TEC 930-071-0018-F	2			Q							A		
071-329-1008	Measure distance on a map.	FM 21-26	2			Q							A		
071-329-1010	Determine azimuths using a coordinate scale and protractor.	FM 21-26 TEC 930-071-0014-F	2			Q							A		
071-329-1012	Orient a map to the ground by map-terrain association.	FM 21-26	2			Q							A		

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Section III

TASKS FOR SKILL LEVEL 3

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	NUCLEAR, BIOLOGICAL, AND CHEMICAL														
031-503-3007	Prepare supplies and equipment for NBC attack.	FM 3-12 FM 21-40	3			Q							A	A	

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Section IV

TASKS FOR SKILL LEVEL 4

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION										UNIT		
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	LEADERSHIP														
121-030-4501	**Prepare the rater's section of a Senior Enlisted Evaluation Report (SEER).**	AR 623-205 AR 600-200	4										Q	A	

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Section V

TASKS FOR SKILL LEVEL 5

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	MILITARY JUSTICE ACTIONS															
071-332-5610	Protect the rights of an accused or suspected individual (to include searches).	Manual for Courts-Martial US, 1969 (Revised Edition) (MCM) FM 27-1	5										Q	A		
071-332-5612	Recommend judicial (court-martial) and nonjudicial (Article 15) actions to commander.	Manual for Courts-Martial US, 1969 (Revised Edition) FM 27-1 DA Pam 27-14 TEC 909-071-0045-F	5										Q	A		
181-909-5000	Recommend nonpunitive disciplinary measures.	AR 27-10 AR 600-37 AR 600-200 AR 601-280 AR 604-5 AR 630-5 AR 640-10	5										Q	A		

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION										UNIT		
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	PERSONNEL ACCOUNTING ACTIONS														
071-332-5301	Review personnel strength zero balance report Part I and II.	DA Pam 600-8-1	5										Q	A	
121-030-3510	Review the unit manning report (UMR).	AR 600-200	5										Q	A	
121-030-5004	Review a unit transmittal letter (UTL).	DA Pam 600-8	5										Q	A	
121-030-5010	Review Personnel Qualification Record, Part I (DA Form 2).	AR 340-15 DA Pam 600-8-1	5										Q	A	
	PERSONNEL MANAGEMENT ACTIONS														
071-332-5303	Prepare Leave Control Log form (DA Form 4179-R).	AR 630-5	5										Q	A	

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION										UNIT		
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
071-332-5304	Initiate dropped-from-the-rolls (DFR) administrative action.	AR 27-1 AR 27-10 AR 40-121 AR 190-9 AR 340-15 AR 600-31 AR 604-5 AR 630-10 AR 700-84 DA Pam 600-8 DA Pam 600-8-1	5										Q	A	
071-332-5306	Review application for hardship/ dependency discharge.	AR 635-200	5										Q	A	
071-332-5307	Prepare recommendation for discharge for misconduct/unsuitability.	AR 15-6 AR 40-3 AR 40-501 AR 600-50 AR 600-85 AR 635-200	5										Q	A	
121-030-3504	Review a Personnel Action form (DA Form 4187).	DA Pam 600-8	5										Q	A	
121-030-3508	Recommend the award/withdrawal of an MOS	AR 600-200 AR 611-201	5										Q	A	

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION										UNIT		
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
121-030-3509	Recommend personnel for promotions/reductions (inefficiency (E2-E6).	AR 600-200 AR 611-201 DA Cir 601-51	5										Q	A	
121-030-5008	Recommend a bar to reenlistment.	AR 600-37 AR 601-280 AR 635-200 DA Pam 600-8	5										Q	A	
121-030-5009	Initiate administrative action on AWOL soldier.	AR 600-31 AR 604-5 AR 630-10 AR 680-1 DA Pam 600-8 DA Pam 600-8-1	5										Q	A	
121-030-9006	Review a DA Form 31 (Request and Authority for Leave).	AR 630-5	5										Q	A	
121-030-9013	Prepare and maintain a Duty Roster (DA Form 6).	AR 220-45 TEC 500-121-8119-F	5										Q	A	
121-030-9014	Initiate a Report for Suspension of Favorable Personnel Action (DA Form 268).	AR 600-31	5										Q	A	

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION										UNIT		
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING	
	PERSONNEL MANAGEMENT															
071-332-5111	Review enlisted/senior enlisted efficiency reports.	AR 600-200 AR 623-205	5										Q	A		
121-030-3503	Initiate a recommendation for an award.	AR 672-5-1	5										Q	A		
121-030-3522	Brief newly assigned personnel.	FM 22-101 TEC 909-071-0036-F	5										Q	A		
	SUPPLY MANAGEMENT															
071-332-5404	Organize/supervise the company trains area.	None	5										Q	A		
	SOLDIER FINANCE ACTION															
121-030-3512	Review Pay Inquiry (DA Form 2142).	AR 37-104-3 DA Pam 600-8	5										Q	A		
121-030-3513	Review a DA Form 3685 (JUMPS-Army Pay Elections).	AR 37-104-3	5										Q	A		

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	ORDERS AND PLANS															
071-332-5024	Update SOP's.	None	5										Q	A		
071-332-5080	Plan/prepare for conference.	FM 101-5	5										Q	A		
071-332-5081	Plan/coordinate ceremonies.	FM 22-5	5										Q	A		
	REPORTS AND RECORDS															
071-332-5021	Prepare/update enemy/friendly situation map.	FM 21-30 FM 30-5 FM 101-5	5										Q	A		
071-332-5022	Prepare situation report (SITREP).	FM 101-5	5										Q	A		
071-333-0003	Review company Materiel Readiness Report (DA Form 2406).	TM 38-750	5										Q	A		
	CLASSIFIED/SENSITIVE DOCUMENT/MATERIAL MANAGEMENT															
071-332-5200	Safeguard For Official Use Only (FOUO) material.	AR 340-16	5										Q	A		
071-332-5202	Safeguard/account for classified material/documents.	AR 380-5 DOD 5200.1-R	5										Q	A		

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				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING	
	COMMON TASKS FOR S2/S3															
071-332-5009	Assist in coordinating operational requirements with other staff sections and units.		5										Q	A		
071-332-5051	Prepare/post daily staff journal.	AR 220-15 FM 101-5	5										Q	A		
	TRAINING MANAGEMENT															
071-332-5007	Assist in planning a field training exercise (FTX).	FM 21-6, Applicable unit ARTEP	5										Q	A		
071-332-5008	Assist in planning a command post exercise (CPX).	FM 21-6, Applicable unit ARTEP	5										Q	A		
	FUNCTIONAL FILES MANAGEMENT															
121-030-9008	Prepare/review the unit/section functional files.	AR 310-50 AR 340-2 AR 340-18-1	5										Q	A		

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				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	CORRESPONDENCE MANAGEMENT															
071-332-5109	Review correspondence.	AR 340-15	5										Q	A	
071-332-5110	Request orders.	AR 310-10	5										Q	A	
	MESS MANAGEMENT															
071-332-5405	Maintain meal card register.	AR 30-1	5										Q	A	

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CHAPTER 3

DUTY POSITION TASKS

Section I

TASKS FOR SKILL LEVEL 1

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING: INSTITUTION BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	UNIT SOJT	SELF STUDY	SCHEDULED TRAINING
	EFFECTS RECORDS SPECIALIST (57F1)														
	SEARCH AND RECOVERY OPERATIONS														
*101-515-1101	Prepare required equipment and supplies for search operations.	FM 10-63	1										Q A		
*101-515-1102	Prepare to move to recovery site.	FM 10-297	1										Q A		
*101-515-1103	Move to recovery site.	FM 21-2 FM 21-26	1		Q									A	
101-515-1104	Assist in search of area.	FM 10-63	1		Q								A		
101-515-1105	Assist in recovery operations.	FM 10-63	1		Q								A		
101-515-1106	Prepare recovery site sketch.	FM 10-63	1		Q								A		
101-515-1107	Prepare recovery site overlay.	FM 10-63	1		Q								A		
101-515-1108	Prepare DD Form 567 (Record of Recovery of Remains).	FM 10-63	1		Q								A		

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
101-515-1109	Prepare remains, associated effects and records for evacuation from a recovery site.	FM 10-63	1		Q								A		
101-515-1110	Evacuate remains, associated effects, and records to collecting point.	FM 10-63	1										Q A		
	IDENTIFICATION AND EFFECTS SPECIALIST (57F1)														
	COLLECTING POINT OPERATION														
*101-515-1151	Assist in preparing for collecting point operations.	FM 10-63	1										Q A		
*101-515-1152	Receive remains, effects, and records.	FM 10-63	1		Q								A		
101-515-1153	Register remains on DD Form 1077 (Register of Remains).	FM 10-63	1		Q								A		
*101-515-1154	Process remains for tentative identification.	FM 10-63	1		Q								A		
*101-515-1155	Inventory personal effects.	FM 10-63	1		Q								A		

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
*101-515-1156	Prepare remains, associated effects, and records for evacuation from a collecting point.	FM 10-63 AR 638-1	1		Q								A		
*101-515-1157	Prepare DD Form 1075 (Convoy List of Remains).	FM 10-63	1		Q								A		
*101-515-1158	Transport remains and effects to designated location.	FM 10-63	1										Q A		
	MORTUARY/CENTRAL IDENTIFICATION LABORATORY OPERATIONS														
101-515-1201	Receive remains.	FM 10-63 FM 10-286	1										Q A		
*101-515-1202	Examine all effects for identification value.	FM 10-286	1		Q								A		
101-515-1203	Record identification information on DD Form 890 (Record of Identification Processing–Effects and Physical Data).	FM 10-286	1		Q								A		

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
*101-515-1204	Record fingerprints on DD Form 894 (Record of Identification Processing – Fingerprint Chart).	FM 10-63 FM 10-286	1		Q								A		
*101-515-1205	Record dental information on DD Form 891 (Record of Identification Processing–Dental Chart).	FM 10-63 FM 10-286	1		Q								A		
*101-515-1206	Record anatomical conditions on DD Form 893 (Record of Identification Processing–Anatomical Chart).	FM 10-63 FM 10-286	1		Q								A		
101-515-1207	Lay out skeletal remains.	FM 10-63 FM 10-286	1		Q								A		
*101-515-1208	Record skeletal conditions on DD Form 892 (Record of Identification Processing–Skeletal Chart).	FM 10-286	1		Q								A		
101-515-1209	Conduct inventory of personal effects.	AR 638-1	1										Q A		
101-515-1210	Assist in preservation of remains.	None	1										Q A		
101-515-1211	Prepare remains for shipment.	None	1										Q A		

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				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	INTERMENT SPECIALIST (57F1) **TEMPORARY BURIAL OPERATIONS**															
101-515-1251	Assist in temporary cemetery establishment.	FM 10-63	1		Q								A			
101-515-1252	Register remains on DD Form 1079 (Cemetery Register).	FM 10-63	1		Q								A			
101-515-1253	Prepare remains for temporary cemetery burial.	FM 10-63	1		Q								A			
101-515-1254	Prepare DD Form 551 (Record of Interment).	FM 10-63	1		Q								A			
101-515-1255	Maintain alphabetical index file.	FM 10-63	1		Q								A			
101-515-1256	Assist with cemetery burial.	FM 10-63	1		Q								A			
*101-515-1257	Assist in mass casualty burials.	FM 10-63	1		Q								A			
101-515-1258	Perform cemetery maintenance.	FM 10-63	1										Q A			

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	DISINTERMENT OPERATIONS															
101-515-1301	Prepare DD Form 1078 (Plot Roster of Disinterments)	FM 10-63	1		Q								A		
101-515-1302	Disinter remains.	FM 10-63	1										Q A		
101-515-1303	Prepare DD Form 895 (Disinterment Record).	FM 10-63	1		Q								A		
	IDENTIFICATION AND EFFECTS SPECIALIST (57F1)															
	THEATER EFFECTS DEPOT OPERATIONS															
101-515-1351	Receive personal effects.	AR 638-1	1		Q								A		
101-515-1352	Process personal effects.	AR 638-1	1		Q								A		
101-515-1353	Pack personal effects for shipment.	AR 638-1 TM 743-200-1	1										Q A		

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Section II

TASKS FOR SKILL LEVEL 2

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING: INSTITUTION BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	UNIT SOJT	SELF STUDY	SCHEDULED TRAINING
	SECTION CHIEF (57F2)														
	SEARCH AND RECOVERY OPERATIONS														
*101-515-2101	Prepare personnel and equipment for movement.	FM 10-63 FM 29-114	2										Q A		
*101-515-2102	Move personnel to recovery site.	FM 21-26	2		Q								A		
*101-515-2103	Conduct search for remains.	FM 10-63 FM 21-26	2										Q A		
*101-515-2104	Direct recovery operations.	FM 10-63 FM 21-26	2		Q								A		
*101-515-2105	Examine completed recovery documents for accuracy.	FM 10-63 FM 10-286	2		Q								A		
	COLLECTING POINT OPERATIONS														
*101-515-2151	Set up collecting point.	FM 10-63 FM 10-297	2		Q								A		
*101-515-2152	Direct receiving procedures for remains and effects.	FM 10-63 FM 10-286 FM 10-297 AR 638-1	2		Q								A		

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
*101-515-2153	Select methods to establish tentative identification.	FM 10-63, FM 10-286	2		Q								A		
	MORTUARY/CENTRAL IDENTIFICATION LABORATORY OPERATIONS														
101-515-2201	Organize receiving area.	FM 22-100	2												
101-515-2202	Receive remains and effects at mortuary.	FM 10-286 FM 22-100 AR 638-40	2												
*101-515-2203	Evaluate personal possessions used for identification.	FM 10-63 FM 10-286	2												
*101-515-2204	Direct fingerprint identification procedures.	FM 10-63 FM 10-286	2												
*101-515-2205	Direct dental identification procedures.	FM 10-63 FM 10-286	2												
*101-515-2206	Compare dental chart with dental records.	FM 10-63 FM 10-286	2		Q								A		

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				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOUT	SELF STUDY	SCHEDULED TRAINING
*101-515-2207	Examine recording of anatomical conditions on DD Form 893 (Record of Identification Processing--Anatomical Chart) for errors.	FM 10-63	2		Q								A		
*101-515-2208	Direct skeletal layout of bones.	FM 10-63 FM 10-286	2		Q								A		
*101-515-2209	Examine the recording of skeletal condition on DD Form 892 (Record of Identification Processing--Skeletal Chart) for errors.	FM 10-63 FM 10-286	2		Q								A		
101-515-2210	Direct sanitation procedures in the preparation room.	AR 638-40 FM 10-63	2		Q								A		
101-515-2211	Direct the preparation of remains for shipment.	AR 638-40	2										Q A		
101-515-2212	Escort remains for final interment.	AR 638-40 FM 22-5 TC 638-1	2		Q								A		

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				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	TEMPORARY CEMETERY OPERATIONS															
101-515-2251	Direct the preparation for burial of remains.	FM 10-63	2		Q								A		
101-515-2252	Conduct temporary burials of remains.	FM 10-63	2		Q								A		
*101-515-2253	Conduct mass casualty burials.	FM 10-63	2		Q								A		
	DISINTERMENT OPERATIONS															
101-515-2301	Prepare for disinterring remains.	FM 10-63	2										Q A		
101-515-2302	Conduct disinterring of remains.	FM 10-63	2										Q A		
101-515-2303	Inspect prepared DD Form 895 (Disinterment Record).	FM 10-63	2										A		
	THEATER EFFECTS DEPOT OPERATIONS															
101-515-2351	Direct receiving of effects.	AR 638-1	2		Q								A		
101-515-2352	Direct the processing of effects.	AR 638-1	2		Q								A		

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Section III

TASKS FOR SKILL LEVEL 3

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TASK NUMBER	TASK DESCRIPTION	PRIMARY TRAINING MATERIALS	INITIAL TRAINING LEVEL	RESPONSIBILITY FOR TRAINING												
				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	SECTION CHIEF (57F3)															
	COLLECTING POINT OPERATIONS															
*101-515-3101	Organize search and recovery team.	FM 10-63	3										Q A			
*101-515-3102	Set up and maintain active file of collecting point records.	AR 340-18-6 AR 638-40 FM 10-63	3										Q A			
	TEMPORARY BURIAL OPERATIONS															
101-515-3151	Determine if cemetery is laid out according to suggested layout plan.	FM 10-63 FM 10-297	3		Q								A			
101-515-3152	Direct temporary burials.	FM 10-63 FM 10-297 TOE 29-114H4	3		Q								A			
101-515-3153	Direct mass casualty burial.	FM 10-63	3		Q											

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				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
	GRAVES REGISTRATION NCO (57F3)															
	STAFF GRAVES REGISTRATION NCO															
*101-515-3201	Post search and recovery situation map.	FM 10-63 FM 21-30 FM 101-5	3										Q A		
101-515-3202	Coordinate search and recovery missions.	FM 10-63	3										Q A		
*101-515-3203	Conduct readiness inspection of collecting points.	FM 10-63 FM 10-297 FM 21-75 FM 29-114	3										Q A		

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Section IV

TASKS FOR SKILL LEVEL 4

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	PLATOON SERGEANT (57F4)														
	TEMPORARY BURIAL OPERATIONS														
101-515-4101	Advise commander on selection of site for temporary cemetery.	FM 10-63	4										A		
101-515-4102	Direct survey team on cemetery layout requirements.	FM 10-63	4										A		
*101-515-4103	Direct the setting up of an operating site for temporary cemetery.	FM 10-63	4										A		
101-515-4104	Prepare to disinter remains.	FM 10-63	4										A		
	GRAVES REGISTRATION SERGEANT (57F4)														
	INSTALLATION MORTUARY OPERATIONS														
101-515-4151	Conduct pre-award inspection of funeral establishments being considered for award of contract.	AR 638-40	4										Q A		

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				INSTITUTION									UNIT			
				BCT	AIT	PLC	PTC	BTC	ATC	STC	SGMA	SERVICE SCHOOL	SOJT	SELF STUDY	SCHEDULED TRAINING
101-515-4152	Arrange for escort service.	AR 638-40 TC 638-1	4										Q A		
101-515-4153	Conduct inspection of remains at contract funeral establishment.	AR 638-40	4										Q A		
101-515-4154	Arrange for shipping of remains to next of kin.	AR 638-40	4										Q A		

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APPENDIX A

REFERENCES

Not all of the publications that contain information on the subjects listed in the commander's manual are listed here. New materials are constantly being published, and present references may become obsolete. To keep up to date, check the indexes of the DA Pam 310 series and instructional material catalogs.

ARMY REGULATIONS

15-6	Procedures for Investigating Officers and Board of Officers Conducting Investigations
27-1	Judge Advocate Legal Service
27-10	Military Justice
30-1	The Army Food Service Program
37-104-3	Military Pay and Allowance Procedure - Joint Uniform Military Pay System (JUMPS - ARMY)
40-3	Medical, Dental, and Veterinary Care
40-121	Uniformed Services Health Benefits Program
40-501	Standards of Medical Fitness
190-9	Military Absentee and Deserter Apprehension Program
220-15	Journals and Journal Files
220-45	Duty Rosters
310-10	Military Orders
310-50	Authorized Abbreviations and Brevity Codes
340-2	Maintenance and Disposition of Records in TOE Units of the Active Army and the Army Reserve
340-15	Preparing Correspondence
340-16	Safeguarding "For Official Use Only" Information
340-18-1	The Army Functional Files System: General Provisions

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340-18-6	Maintenance and Disposition of General Personnel Management and Safety Functional Files
380-5	Department of the Army Supplement to DOD 5200.1-R (DODISPR)
600-9	Army Physical Fitness and Weight Control Program
600-31	Suspension of Favorable Personnel Action for Military Personnel in National Security Cases and Other Investigations or Proceedings
600-37	Unfavorable Information
600-50	Standards of Conduct for Department of the Army Personnel
600-85	Alcohol and Drug Abuse Prevention and Control Program
600-200	Enlisted Personnel Management System
601-280	Army Reenlistment Program
604-5	Clearance of Personnel for Access to Classified Defense Information and Material
611-201	Enlisted Career Management Fields and Military Occupational Specialties
623-205	Enlisted Evaluation Reporting System
630-5	Leaves, Passes, Permissive Temporary Duty, and Public Holidays
630-10	Absence Without Leave and Desertion
635-200	Enlisted Personnel
638-1	Disposition of Personal Effects of Deceased and Missing Persons
638-40	Care and Disposition of Remains
640-10	Individual Military Personnel Records
672-5-1	Military Awards
680-1	Unit Strength Accounting and Reporting
700-84	Issue and Sales of Personal Clothing

FIELD MANUALS

3-12	Operational Aspects of Radiological Defense
5-20	Camouflage

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7-7	The Mechanized Infantry Platoon and Squad
10-63	Handling of Deceased Personnel in Theaters of Operations
10-286	Identification of Deceased Personnel
10-297	Army Graves Registration Company, Communications Zone
21-2 (TEST)	Soldier's Manual of Common Tasks
21-6	How to Prepare and Conduct Military Training
21-11	First Aid for Soldiers
21-20	Physical Readiness Training
21-26	Map Reading
21-30	Military Symbols
21-40	NBC (Nuclear, Biological, and Chemical) Defense
21-41	Individual NBC Defense
21-75	Combat Training of the Individual Soldier and Patrolling
22-5	Drill and Ceremonies
22-100	Military Leadership
22-101	Leadership Counseling
23-9	M16A1 Rifle and Rifle Marksmanship
27-1	Legal Guide for Commanders
29-114	Field Service Company, General Support, Forward
30-5	Combat Intelligence
35-20	Physical Fitness Training for Women
101-5	Staff Officer's Field Manual: Staff Organization and Procedure

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TECHNICAL MANUALS

3-4240-279-10	Operator's Manual: Mask, Chemical-Biological: Field, ABC-M17/M17A1 and 71
9-1005-249-10	Operator's Manual: M16A1 Rifle
38-750	The Army Maintenance Management System (TAMMS)
743-200-1	Storage and Materials Handling

TRAINING CIRCULARS

638-1	Escorting Deceased Army Personnel

DEPARTMENT OF THE ARMY PAMPHLETS

27-14	Legal Guide for Soldiers
600-8	Military Personnel Office Management and Administrative Procedures
600-8-1	SIDPERS User Manual: Standard Installation/Division Personnel System: Unit Level Procedures

TABLES OF ORGANIZATION AND EQUIPMENT

10-500G	Quartermaster Service Organizations
10-550H5	Memorial Activities Service Teams
29-114H4	Field Service Company, General Support, Forward
29-146H5	Headquarters and Headquarters Company, Supply and Service Battalion
29-147G	Supply and Service Company, Direct Support

MISCELLANEOUS PUBLICATIONS

DA Circ 601-51	US Army Stripes for Skills Programs
DOD 5200.1-R	Information Security Program Regulation Manual for Courts-Martial United States

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TRAINING EXTENSION COURSE LESSONS

936-061-0110-F	Responding to Messages–Part 3
500-121-8119-F	Preparing a Duty Roster
909-071-0045-F	Punishment Under UCMJ
909-071-0036-F	Fundamentals of Leadership: Small Unit Leadership
911-441-0024-F	Basic First Aid Measures: The Lifesaving Steps
911-441-0026-F	Basic First Aid Measures: Restoring the Breathing
991-441-0030-F	Fractures and Splinting
911-441-0033-F	Burns and Eye Injuries
911-441-0034-F	Snakebites and Hot Weather Hazards
911-441-0035-F	Cold Weather Hazards
930-071-0013-F	Introduction to Land Navigation
930-071-0014-F	Measuring Distances and Azimuths
930-071-0015-F	Converting Azimuths
930-071-0016-F	Terrain Features
930-071-0017-F	Lensatic Compass
930-071-0018-F	Land Navigating with Map and Compass
931-061-0060-F	NBC: The Mask
931-061-0061-F	NBC: Masking and When to Do It
931-061-0062-F	NBC: First Aid–Part 1
931-061-0063-F	NBC: First Aid–Part 2
931-061-0064-F	Individual Protection and Decontamination
931-061-0065-A	NBC: Maintenance of the M17 Series Mask

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935-071-1029-F	Counterintelligence
936-061-0108-F	Initiating and Responding to Radio Calls–Part 1
937-061-0030-F	Cover, Camouflage, and Concealment–Part 1
937-061-0031-F	Cover, Camouflage, and Concealment–Part 2
937-061-0032-F	Cover, Camouflage, and Concealment–Part 3
939-071-0010-F	Disassembly and Assembly of the M16A1 Rifle
939-071-0011-F	Maintaining the M16A1 Rifle
939-071-0012-F	Preventing and Correcting Common Malfunctions

CORRESPONDENCE SUBCOURSES

AR0178	Camouflage and Pioneering
AG6	Awards and Decorations
FIN63	Office Management
IS0270	Organizational Maintenance and Maintenance Management

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APPENDIX B

PUBLICATIONS SOURCES

Your training NCO, worksite supervisors, platoon sergeants, or your MOS library or installation AG Publication Center should have the training resources mentioned in this commander's manual.

Also, you can request the materials you need from the following locations:

TRAINING RESOURCES	ADDRESS
AR's, FM's, TC's, DA Pams	US Army AG Publications Center 2800 Eastern Boulevard Baltimore, Maryland 21220
Technical Manuals	US Army AG Publications Center 1655 Woodson Road St. Louis, Missouri 63114
Correspondence Courses	Army Institute for Professional Development US Army Training Support Center Newport News, Virginia 23628
Training Extension Courses	Commander US Army Training Support Center ATTSC-ET-TECTD Fort Eustis, Virginia 23604

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APPENDIX C

TRAINING AMMUNITION, PYROTECHNICS, AND EXPLOSIVES

Task Number	Task Description	Ammunition Identification Number (DODAC, NSN etc.)	Nomenclature	Unit	Per Iteration	Remarks
071-311-2007	Engage targets with an M16A1 rifle	1305-A071	Ctg, 5.56-mm ball	Ea	152 142	Standard record range, Known record range

NOTE: A total of 334 rounds is authorized when the entire marksmanship course is fired.

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APPENDIX D

TRAINING AIDS AND DEVICES

Audiovisual Aids

TF 3-2809	CBR Protective Shelters
TF 3-3203	Protective Mask Fitting and Drill
TF 3-3372	Masking Procedures in Combat (M17 Protective Mask)
TF 3-3831	Meeting the CBR Threat
TF 3-3966	Individual Protection Against Chemical and Biological Operations and Nuclear Warfare
TF 3-4085	Radiac Instruments - Part II: Ion Chamber Meters
TF 3-4100	Nuclear Burst Reporting
TF 3-4238	The Nuclear, Biological, Chemical Warning and Reporting System
TF 3-4269	Individual Protection Against Nuclear Attack
TF 3-4437	ABC-M17 and M17A1 Field Protective CB Masks-Individual Care
TF 3-4471	First Aid and Decontamination Procedures for Chemical Agents
TF 3-4899	CBR Decontamination-Unit Level
TG 3-1-7	CBR Decontamination
GTA 3-1-8	CBR Decontamination
TG 3-3-1	Automatic Atropine Injector
TG 3-4-5	Defense Against CBR Attack
SG 3-4-10	Individual Protection from Fallout
TF 5-3718	Basic Map Reading - Part I: Map Symbols
TF 5-3719	Basic Map Reading - Part II: Grid, Distance, and Elevation
TF 5-3720	Basic Map Reading - Part III: Direction, Orientation, and Location Without a Compass

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TF 5-3721	Basic Map Reading - Part IV: Direction, Orientation, and Location With a Compass
TF 5-3881	Individual Camouflage
TF 5-3882	Small Unit Camouflage
TVT 5-1	Hiding Something Big
TG 5-1	Camouflage
SG 5-2-8	Elementary Map Reading
G 5-2-8	Map Reading Coordinate Scales and Protractor
TF 7-4248	Land Navigation by Terrain Features
TF 7-4320	Fundamentals of Rifle Marksmanship
TF 7-4584	Weapons Safety: Part I - the M16A1 Rifle
TG 7-1-26	Rifle, 5.56-mm M16A1 Mechanized Training
TF 8-3021	First Aid–Part IV: Resuscitation - Mouth-to-Mouth, Mouth-to-Nose
TF 9-4323	M203 Grenade Launcher-Part I: Operation, Care and Cleaning
TF 9-4324	M203 Grenade Launcher-Part II: Functioning
GTA 9-1-182	Preventive Maintenance, Wheeled Vehicles
TG 9-6-36	Machinegun, M60
TF 10-4158	Memorial Activities–Part III: Concurrent Return Program
TF 10-4159	Memorial Activities–Part V: Disposition of Personal Effects
TF 10-4161	Memorial Activities–Part IV: Escorting Deceased Personnel
TF 10-4694	Memorial Activities–Part VI: Cemetery Operations–Parts 1 and 2
TF 10-4697	Memorial Activities–Part I: Combat Serarch and Recovery
TF 19-3925	Honor (Ceremony Procedures)
TF 21-3908	Rifle, M16A1 - Part II - Field Expedients
TF 21-4526	Performance Training

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TG 21-6-2	Advanced Land Navigation
GTA 21-13	M16/M16A1 Rifle Maintenance Card

Army Training Devices

DVC 8-1	Map Reading Trainer
DVC 8-15	Manikin, Resuscitation Training
DVC 9-19	Rifle, Training Aid, Caliber 5.56, M16A1

***TV Tapes (US Army Quartermaster School)**

492-101-0189-B	The Skeletal System
492-101-0190-B	Dental Structure

*To obtain send a blank tape through channels to:

Training and Audiovisual Support Center
Television Branch
US Army Quartermaster School
Fort Lee, Virginia 23801

Codes

T -	Transparency
GTA -	Graphic Training Aid
SL -	Slide Kit
TF -	Training Film
TVT -	Television Tape
TG -	Transparency and Graphic Training Aid
SLG -	Slide and Graphic Training Aid
MF -	Miscellaneous Film
DVC -	Military Training Device

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25 APRIL 1980

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

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Active Army, ARNG, and USAR: Special.

Additional Requirements:

Unit Requests - Units requiring additional copies may requisition direct from US Army AG Publications Center, 2800 Eastern Boulevard, Baltimore, MD 21220.

Soldier Requests - Soldiers may order directly from preparing agency by using preaddressed reorder blank contained in printed manual.

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